



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Economic Support  
Bureau of Welfare Initiatives

TO: **Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
FSET Administrative and Provider Agencies  
Child Care Coordinators  
W-2 Agencies**

**BWSP OPERATIONS MEMO**

**No.:** 99-84

**File:** 2499

**Date:** 11/11/99

**Non W-2** ☒ **W-2** ☒ **CC** ☐

**PRIORITY:** Medium

FROM: Stephen M. Dow  
Program Implementation Team  
Policy Analysis and Program Implementation Section

SUBJECT: **STATE JOB OPPORTUNITIES**

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***PURPOSE***

This memo alerts staff working with unemployed and/or underemployed persons of a new testing method for job opportunities with the State of Wisconsin.

***JOB OPPORTUNITIES***

DWD is recruiting applicants for permanent office support (clerical) positions in many state agencies. This testing method is only available for job opportunities in Dane County at this time. We are alerting agencies statewide as some applicants may consider employment in that geographical area regardless of where they currently reside.

Pay ranges are from \$7.29-\$10.20 per hour with benefits after 6 months of service. Some of the job titles include clerical assistant, program assistant, data entry operator, and shipping and mailing clerk.

Applications for the Administrative Support Training & Experience Questionnaire (ASTEQ) are accepted at any time. A notice about the ASTEQ and samples were sent to all W-2 agencies on July 20, 1999.

Applicants must meet **all** of these criteria to participate in this recruitment:

1. Be a custodial parent.
2. Have received W-2 services or Food Stamps currently or within the past 12 months.
3. Be willing to work in Dane County.

**CONTACTS**

If you are aware of anyone who may be interested in this special hiring initiative or who wishes to request special **application materials**, call or refer the person to the Job Information Line at:

Phone: 1-800-996-3996

For application materials in **alternate formats** (e.g., large print, Braille, etc.), contact Sue Sutter at:

Phone: 608-261-6863

TDD: 608-267-0927